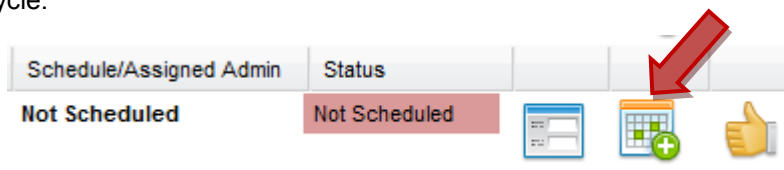


Process Overview

1. Locate the Form in the Process View

Located on the “My Caseload” tab of the evaluator dashboard, the Process View is the primary means for an evaluator to participate in the evaluation cycles of those educators he/she is responsible for.

After highlighting the target educator in the top portion of the Process View, you will see his/her Evaluation Profile in the bottom portion of the Process View. This area is used to schedule, complete, finalize, and monitor the forms comprising an educator’s evaluation cycle.



2. Schedule the Form

After expanding the appropriate observation component (e.g. “Mid-Year”), click the form’s corresponding Schedule Form (calendar) icon. This presents a pop-up window asking for date, time, and location. If delegating to another evaluator, select his/her name using the “Administrator” field.

3. Complete the Form

1. The Building Administrator Mid-Year Conference form is comprised of four sections: Student Learning Objectives, Building Administrator Professional Practice, Building Administrator Professional Foundations, and Additional Information. Preceding all of these is a Date of Conference field, and following all of these is an Acknowledgement statement to be read and understood by the Building Administrator. All fields and text areas on this form are visible to both the Evaluator and the Building Administrator.
2. Many sections of this form contain reference data for display-only and do not require interaction. This includes the Student Learning Objective descriptions, the Rubric Reports, the Component Reports, the component-specific recent Priority Feedback, and the Artifacts reports.
3. With the exception of the Additional Comments text area at the bottom of the form, all drop-down fields and text areas on this form must be completed. This includes all component-specific Formative Scores and Priority Feedback text areas.
4. After entering his/her comments, scores, and priority feedback in all sections of the form, the Evaluator must also indicate whether or not the Building Administrator's Professional Growth Plan was reviewed during the Mid-Year Conference. This is done using the **Professional Growth Plan Reviewed** field at the bottom of the form in the Additional Information section.

- Once all required fields have been completed, the Evaluator clicks the **Submit** button.

4. Form Acknowledgement

As per Form Settings, this form requires Evaluatee acknowledgement. That means the Evaluatee will receive an email notification requesting acknowledgement. The Evaluatee then logs in to EPSS, reviews tGreg Robnsonhe form, and clicks the **Acknowledge** button at the bottom of the form so it can then be finalized by the evaluator. This is also an opportunity for the Evaluatee to **Comment** on the form.



5. Finalize the Form

The Finalize Element function is found in the **Evaluation Profile** of the **Process View**.

- From the user's **Evaluation Profile**, expand components to locate the form in question.
- Click the Finalize (thumbs up) icon to the right of the Schedule icon.
- Select:

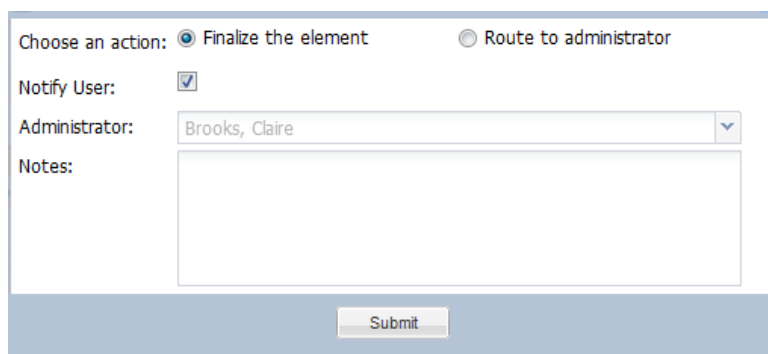


- "Finalize the element" and click Submit on the pop-up window to immediately finalize the form.

OR

- "Route to Administrator" and click Submit in cases where another evaluator needs to review and finalize the form.

NOTE: Check the Notify User box, if you wish to send an email to the educator indicating that the form has been finalized or routed to another evaluator to finalize.

A screenshot of a dialog box titled 'Choose an action:'. It has two radio buttons: 'Finalize the element' (selected) and 'Route to administrator'. Below this is a 'Notify User:' checkbox which is checked. Then there is an 'Administrator:' dropdown menu showing 'Brooks, Claire'. Below that is a 'Notes:' text area. At the bottom is a 'Submit' button.